

## **School Of Planning And Architecture: New Delhi**

4, Block-B, Indraprastha Estate, New Delhi – 110 002 . Fax: 011-23702383.

**Last Date: 24.07.2015 (up to 1 PM)**

### **Sub: Quotation for Procurement of Video Camera for Indo-HCM Research Project.**

Sealed quotations are invited for the purchase of Video camera from it's authorized dealers in the School.

Quotation forms/ documents may be downloaded from the website of the School. The last date for submission of the quotation is **24.07.2015 upto 1.00 p.m.** The bidders are required to go through the Terms and Conditions before submitting their quotations/ details at Annexure-A, Annexure-B, and Annexure-C attached to the quotation forms/documents.

The School reserves the right to reject any or all the quotations without assigning any reason thereof. Incomplete and conditional quotations/tenders shall be rejected.

(Prof. P K Sarkar)  
Project Coordinator, Indo – HCM ,  
Department of Transport Planning,  
Email: spatpdhod@gmail.com  
Ph: 011-23724432

### **General Terms and Conditions**

- a) All the correspondence regarding this quotation should be addressed to the Prof. P K Sarkar Project Coordinator, Indo – HCM , Department of Transport Planning, School of Planning and Architecture, 4. Block-B I.P. Estate. New Delhi- 110002.
- b) VAT as applicable may be shown separately in the quotation.
- c) The supplier should be able to supply the items within ten days from the receipt of the supply order.
- d) The Rates should include transportation charges etc.

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### Bidder Details

1. Due date of quotation : **24.07.2015 upto 1.00 p.m.**
  
2. Name, address of Firm/Agency and Telephone Nos. : \_\_\_\_\_  
 \_\_\_\_\_
  
3. Registration No. of the Firm/Agency, if any : \_\_\_\_\_  
 \_\_\_\_\_
  
4. Name, Designation, address and Telephone No. of Authorized person of Firm/Agency to deal with: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
5. Please specify as to whether supplier is sole proprietor/ Partnership firm. Name of Address and Telephone No. of Directors/ Partners to be given : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
6. PAN card Number (attach Copy ) : \_\_\_\_\_
  
7. TIN Number (attach Copy ) : \_\_\_\_\_
  
8. Any other information : \_\_\_\_\_

This is to certify that I/We before signing this quotation have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

(Signature of the bidder) \_\_\_\_\_  
 Name & Address : \_\_\_\_\_  
 (with seal) \_\_\_\_\_

**Annexure:-B**

**School of Planning and Architecture: New Delhi**

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**UNDERTAKING**

To,  
Prof. P K Sarkar,  
Project Coordinator, Indo – HCM ,  
Department of Transport Planning,  
School of Planning and Architecture,  
4-Block-B, Indraprastha Estate,  
New Delhi-110002

Sir,

i) I/We the undersigned, certify that I/we have gone through the terms and conditions mentioned in the quotation/tender documents and undertake to comply with them.

ii) It is further certified that the firm is acceptable and has not been blacklisted by any agency in India or abroad\*.

Date:\_\_\_\_\_

Place:\_\_\_\_\_

Signature of the Tenderer  
with seal

Name of the tenderer:\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Financial Bid**

Sl.No.	Item	Qty.	Rate per unit	Total cost
1.	SONY HD Handy Cam HDR- PJ 670 (32GB)	2		
2.	Taxes			
3.	Transportation charges if any.			
4.	Financial Bid (1+2+3)			

Date:\_\_\_\_\_

Place:\_\_\_\_\_

Signature\_\_\_\_\_

Name:\_\_\_\_\_

Address:\_\_\_\_\_  
\_\_\_\_\_

Seal of firm:\_\_\_\_\_